
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

October 31, 2014

ADMINISTRATIVE ASSISTANT—(Oldham County—Luther Luckett Correctional Complex)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS: High school graduate. Must have three years of experience in business, administrative work, research, or clerical experience. College will substitute for the required experience on a year-for-year basis.

AUTOMOTIVE MECHANIC IV—(Lyon County—Western KY Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS: Must have five years of experience in automotive vehicle and equipment repair and maintenance. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

CORRECTIONS RECREATION LEADER—(Boyle County—Northpoint Training Center)—Grade 11—(\$2206.92 - \$2923.38) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Experience in planned recreation, physical education or related activities will substitute for the required education on a year-for-year basis

CORRECTIONAL SERGEANT— (Morgan County —Eastern KY Correctional Complex) Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONS UNIT ADMINISTRATOR II— (Morgan County —Eastern KY Correctional Complex)—Grade 14—(\$2937.20 - \$3890.90) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

CORRECTIONS UNIT ADMINISTRATOR II—(Elliot County —Little Sandy Correctional Complex)—Grade 14—(\$2937.20 - \$3890.90) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

**JUSTICE CABINET
DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
(continued)**

October 31, 2014

ELECTRICIAN LICENSED SUPERVISOR—(Oldham County —KY State Reformatory)—
Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

ELECTRONIC TECHNICIAN III—(Lyon County —Western KY Correctional Complex)—
Grade 11—(\$2206.92 - \$2923.38) **MIN. REQUIREMENTS:** High School Graduate. Must have 3 years of technical experience in the installation, maintenance, and repair of electronic equipment. Technical training in electronics or a related field will sub. for the experience on a year-for-year basis. Additional technical experience will substitute for the education on a year-for-year basis.

INTERNAL POLICY ANALYST I-(Franklin County-Central Office/Admin Services)-
Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience. Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— TWO Positions- (Oldham County —KY State Reformatory) Grade 10—(\$2006.08-\$2657.70) MIN. REQUIREMENTS: High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Oldham County — Roederer Correctional Complex) Grade 10—(\$2006.08-\$2657.70) MIN. REQUIREMENTS: High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

OFFICE SUPPORT ASSISTANT II- (Franklin County —Central Office/Offender Information) Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Garrard County —Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

**JUSTICE CABINET
DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
(continued)**

October 31, 2014

OFFICE SUPPORT ASSISTANT II- (Jefferson County –Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PROBATION AND PAROLE OFFICER- TWO Positions-(Fayette County–Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (McCracken County–Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROGRAM COORDINATOR-(Franklin County-Central Office/Programs Branch)-Grade 13-(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have three years of professional experience in management or administration. A master's degree will substitute for one year of the required experience. Administrative or business experience will substitute for the required education on a year-for-year basis.

Recurring Positions:

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$1,823.90 - \$2,416.22)
MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.